

### Correspondence

Interns will assist legislative correspondents in writing letters in response to constituents inquiries.

A significant amount of research using Congressional Research Services (CRS) resources will be required. Data entry is another duty which may be requested of interns.

## Other Information

**Office Hours:** The D.C. office is open from 9:00 a.m. to 6:00 p.m. EST.

**Dress Code:** Interns should dress professionally for an office setting on a daily basis.

**Transportation to Work:** Neither transportation nor parking is provided for interns. However, the internship coordinator will provide commuter information for those desiring to use the Metro subway system.

**Housing:** Senator Fitzgerald's office does not provide housing for interns. The office intern coordinator can, however, pass along information on dormitory housing at Washington, D.C. universities as well as local newspaper ads for short-term apartment leases.

### SENATOR FITZGERALD'S ILLINOIS OFFICES

#### Washington, D.C. Office:

Office of Senator Peter G. Fitzgerald  
555 Dirksen Senate Office Building  
Washington, D.C. 20510  
Phone (202) 224-2854  
Fax (202) 228-1372

#### Chicago Office

Office of Senator Peter G. Fitzgerald  
John C. Kluczynski Federal Building  
230 S. Dearborn, #3900  
Chicago, Illinois 60604  
Phone (312) 886-3506  
Fax (312) 886-3514

#### Springfield Office

Office of Senator Peter G. Fitzgerald  
Robinson House  
520 S. Eighth St.  
Springfield, Illinois 62703  
Phone (217) 492-5089  
Fax (217) 492-5099

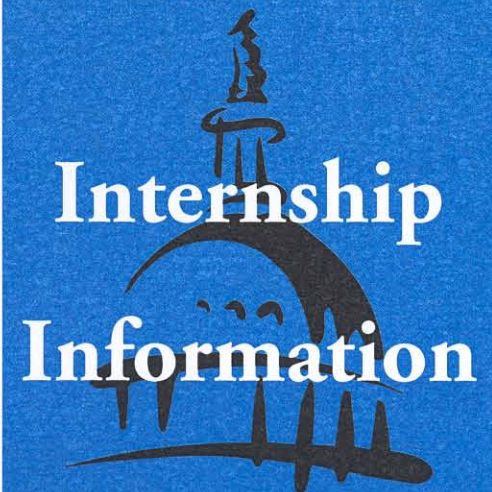
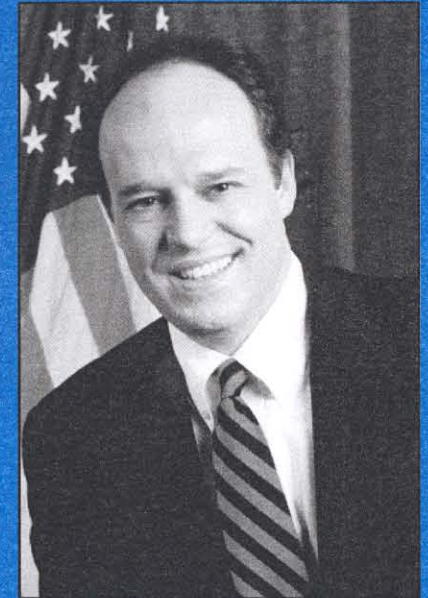
#### Glen Carbon Office

Office of Senator Peter G. Fitzgerald  
Ginger Creek Village, #7-B  
Glen Carbon, Illinois 62034  
Phone (618) 692-0364  
Fax (618) 692-1499

#### Dixon Office

Office of Senator Peter G. Fitzgerald  
115 West First St., #100  
Dixon, Illinois 61021  
Phone (815) 288-3140  
Fax (815) 288-3147

## U. S. Senator Peter G. Fitzgerald





# Thank you for your interest in working for the Office of Senator Peter G. Fitzgerald...

Please read the following information about becoming an intern in Washington, D.C.

## Applying For An Internship

To be considered for an internship in the Washington, D.C. office, the candidate must forward an application -consisting of a resume and cover letter- to the attention of the intern coordinator. Cover letters should be limited to one page and should explain why the candidate is interested in becoming an intern.

Applications will be evaluated according to various criteria and should include the following information:

- name, address, and phone number displayed *at the top* of candidate's resume
- colleges or universities attended and corresponding GPA
- work experience/ dates of work experience
- volunteer experience
- references of two individuals
- dates that the candidate is available for work
- Illinois ties preferred

Final decisions for interns will be made as soon as possible before the starting date of the internship. If necessary, interviews may be conducted prior to final selection of interns.

The selected interns will initially be contacted by phone and will receive the following in the mail thereafter: a letter of confirmation, an intern handbook, and information about the Washington, D.C. area. Applicants not chosen for the internship will be notified by mail.

## Internship Terms

Approximately six unpaid internships will be available throughout the year. Internships are offered during the following terms:

Spring: January 15 - May 15

Summer: May 15 - August 15

Fall: September 7 - December 15

## Illinois Internships

State offices require a resume and the dates that the candidate is available to work. Applicants must contact the appropriate Illinois office (see back page) if they would like more information specific to that office's hiring procedure.

## Description Of Intern Responsibilities

### Administrative

Main responsibilities include answering phones and recording constituent comments, going to the Capitol on errands, and taking constituents on tours of the Capitol. Interns also help open, sort, and distribute the large amount of mail that the Senator's office receives on a daily basis. Interns may be asked to relieve the reception desk staff at the lunch hour and on other occasions.

### Legislative

Interns will conduct legislative research and other tasks under the guidance of the legislative director and legislative assistants. Specific topics which revolve around issues such as agriculture, energy, the environment, healthcare, the military, and transportation will be researched by the intern as the legislative staff prepares written information for use in Committee and on the Senate floor.

### Communications

Interns will work with the communications department on various projects. The press intern's main responsibility is to search for and compile the day's pertinent state and national news clips for the Senator and his staff. The intern will also be responsible for filing the news clips on a daily basis, maintaining and updating the press database, and ordering photographs through the Senate Photography Studio.